



# Clinton-Macomb Public Library Community Service Volunteer Application

Thank you for your interest in volunteering at the library! This application is for Community Service Volunteers who wish to serve on a short-term basis. Volunteers interested in helping on an ongoing basis (at least two hours per week for six months) should use the Library Volunteer Application. Please note the following requirements:

- Community service volunteers must be residents of Clinton Township or Macomb Twp.
- Applicants under age 13 must have a parent or legal guardian present during the service.
- Typical projects include general cleaning of collection items, fixtures and library grounds.
- Applicants will be notified within 10 days as to whether or not a project is available.
- Volunteers are responsible for keeping their own record of service and must use the library's sign in/out sheets. Hours verification may take up to 10 days and must be requested in advance.
- Failure to perform project duties or to comply with the service schedule and general library policies may result in immediate termination of community service.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Reason for Service: \_\_\_ School \_\_\_ Court Ordered Other: \_\_\_\_\_

I have attached a copy of the court ordered service of the court record/order that clearly states the court address, probation officer name and contact information, number of hours required, date by which hours must be completed and written court disclosure of the offense. Required for court-ordered community-service volunteering.

Number of hours requested: \_\_\_\_\_ Deadline for service date: \_\_\_\_\_

Preferred Service Location(s): \_\_\_\_\_ Main Library \_\_\_\_\_ North Branch \_\_\_\_\_ South Branch  
40900 Romeo Plank 54100 Broughton 35679 Gratiot

I understand and accept the terms and conditions for volunteer service as described on this application and in the library's GSV-4 Volunteer policy (see reverse).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian Signature (if applicant is under 18): \_\_\_\_\_

Please direct questions or completed applications to: Therese Peticca, Volunteer Coordinator  
Clinton-Macomb Public Library Phone: (586) 226-5007  
40900 Romeo Plank Road Fax: (586) 226-5008  
Clinton Township, MI 48038 E-mail: tpeticca@cmpl.org

## **Policy Statement**

The library has established a volunteer program that strives to reach a maximum level of public service to the community. Volunteers give support services to paid staff and provide assistance with special, unusual or supplemental services and tasks that further the library's mission.

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## **Regulations**

1. Volunteers fulfilling a community service requirement must be a resident or property owner of Clinton or Macomb Township.
  2. Volunteers must have a library card as permitted in CIRC-1 Library Card policy in good standing.
  3. Volunteers must be at least twelve (12) years of age. Any volunteer under the age of thirteen (13) must be accompanied by a parent or legal guardian at all times during volunteer orientation or service hours. Written permission from a parent or legal guardian to serve is required for volunteers under the age of eighteen (18).
  4. Volunteers serve without compensation or benefits.
  5. A completed application is required based on the level of service a volunteer wishes to offer:
    - A. Library Volunteer – For those wishing to serve for at least six (6) months and, typically, at least once each week for two (2) to four (4) hours. Specific terms of service will depend on the area of volunteer interest.
    - B. Community Service Volunteer – For those requesting a limited or specific number of service hours to satisfy a particular obligation such as a school honors program, service organization requirement or court order.
  6. A background check shall be completed as part of the application process.
  7. Applicants will be approved to become volunteers at the discretion of the library.
  8. If the library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.
  9. Volunteers are recognized by the public as representatives of the library and shall be guided by the staff Employee Conduct policy and the Dress Code policy and guidelines.
  10. Volunteers serve at will and may be discharged with or without cause or notice by the library director or volunteer coordinator at any time.
  11. Unique volunteer partnerships may be made at the discretion of the library director and the volunteer coordinator.
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Approved: December 15, 2010

Clinton-Macomb Public Library Board of Trustees